

Signing Up For the First Time

New to the Do-it website? The following guidance will help you through the initial registration process and accessing your Do-it.org account.

It is important you follow all these steps carefully in order to ensure that your account is activated.

Step 1: Go to the Do-it website

Please open your web browser and go to or click on:

<https://do-it.org>

Step 2: Registering on the new Do-it

Once the Do-it website has loaded you will be taken to the main homepage. The first thing you need to do is **sign up**.

Please click on the “**Sign up**” button on the top right hand side of the webpage, this will open the registration form.

The image shows a 'Register' form on the Do-it website. The form includes a 'Register with Facebook' button, a 'Name' section with 'First name' and 'Last name' fields, an 'Email' field, a 'Password' section with 'Password' and 'Confirm password' fields, and a checkbox for 'I Agree to the terms & conditions'. A 'Create Profile' button is at the bottom. Callout boxes provide the following instructions:

- Register with Facebook:** For signing up as a recruiter please do not choose this option.
- Name:** Enter your first name and last name.
- Email:** Important please enter the email address we have stated in the on-boarding email.
- Password:** Enter a memorable password and confirm this.
- Terms & Conditions:** Once you have read the terms & conditions please check this box to confirm you agree.
- Create Profile:** When ready click here to create your profile.

- **Register with Facebook** - For signing up you can simply register with Facebook. To do so you will need to have an existing Facebook account. However if you are registering as a recruiter you may find it easier to skip this step
- **Name** - Please enter your first name and last name
- **Email** - Please enter your email address

*Important: if you are a volunteer recruiting organisation and already have a Do-it account please use the email address you previously used to access your old account. If you are not sure what this is, please contact support@do-it.org.

- **Password** - Please ensure you enter a memorable password and confirm this information in the next box below
- **Terms & Conditions** - Ensure you have read the terms & conditions before you check the 'I Agree...' box
- **Create Profile** - Clicking here will create your profile

Step 3: Verify your profile

Once you have created your profile you will be sent an email to verify your account.

Please check your email and click the link to activate your account.

After activation you will be able to **log in** to your account.

Step 4: Setting up a new organisation (for new organisations only)

If you are new to Do-it, you'll notice that once you are signed up and your account verified that you will appear to be signed up as an individual. The next step is to register your organisation with Do-it.

This is an easy process and more information on how to do this can be found in our guide "**Adding New Organisation**".

Having problems signing up?

Please read our guide on minimum system requirements below;

Minimum System Requirements

The new Do-it.org website should run on any computer that has a broadband connection. However please ensure that you have one of the following web browsers installed.

BROWSERS:

Internet Explorer - Versions 8 or later (However we recommend 9 or later)

Chrome - We recommend that you keep your copy of Google Chrome updated regularly. This should be automatically be updated

Safari - Version 7 or later (Latest version recommended)

FireFox - Version 31 or later (Latest version recommended)

To check what browser you are using please go to this website

<http://whatbrowser.org/>

Java Script

We also recommend that you have JavaScript enabled as the Do-it website requires JavaScript.

To check if you have JavaScript enabled and if not how to enable it please go to this website

<http://www.enable-javascript.com/>